

**CITY OF NEWPORT - TASK 3.06 WORK ORDER
FY2017 TECHNICAL ASSISTANCE SERVICES
PLACE BASED PLANNING PROJECT**



PREPARED FOR: CITY OF NEWPORT, OREGON - PUBLIC WORKS DEPARTMENT
PREPARED BY: TIA A. CAVENDER, MA, GPC, PRESIDENT, CHASE PARK GRANTS
DATE SUBMITTED: JUNE 1, 2016

OBJECTIVE

To help build strategic partnerships, advance a strategic funding plan, and help obtain matching funds for the Oregon Water Resources Department (OWRD) Place-based Planning grant.

APPROACH

Conduct planning activities for the Place-based Planning (PBP) project, and advance grant pursuits for private funders such as: Georgia Pacific Foundation, Siletz Tribal Charitable Contribution Fund, Meyer Memorial Trust, the Oregon Health Authority Drinking Water Source Protection Fund, and others as identified.

Activities to advance this pursuit will include:

- Help initiate stakeholder outreach and identify potential partnerships.
- Help coordinate and host funder cultivation events.
- Revise project budget and project partner list.
- Finalize scope and budget for each member of the technical team.
- Coordinate with OWRD about grant agreement, reporting, and grant administration requirements.
- Conduct in-depth research about targeted funding programs.
- Help advance the grant pursuits and prepare application materials.

DELIVERABLES

- Pursuit Plan
- Grant Program Summary
- Draft and final iterations of grant applications and supplementary materials
- Draft letters of support

CITY INVOLVEMENT

- The City's financial department will assist in providing financial documents and compiling supplemental materials as needed.
- The City's Public Works Director and associated consultants will participate in the planning process, including review and approve final versions of grant applications.

- The City's technical consultants (e.g., engineering vendors) will provide technical expertise, engineering reports, and environmental reports as needed. The City will cover costs for technical assistance provided by its technical consultants.
- City staff will assist in obtaining and compiling supplementary application materials, letters of support, and other materials as needed.

PROJECT SCHEDULE

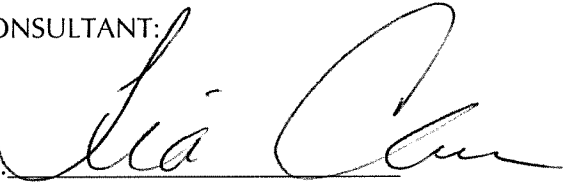
This work order spans the City's 2017 fiscal year, beginning July 1, 2016 and ending December 31, 2016 or when approved funds have been exhausted, whichever occurs first.

Work will be conducted in two distinct phases over the project period (Planning Step 1 and Planning Step 2), which will coincide with the Place-based Planning Grant requirements set forth by the Oregon Water Resources Department.

COST OF SERVICES

We expect to use up to 94 consultant team hours to conduct the work as described in this scope. Based on a consultant team rate of \$195/hour, the cost to conduct the work in this scope will not exceed \$18,330. Work will be invoiced monthly on a time and materials basis.

CONSULTANT:

By: 

Tia A. Cavender
President, Chase Park Grants, LLC
P.O. Box 202314
Denver, CO 80220

Date: _____

CITY OF NEWPORT:

By: 

City of Newport
169 SW Coast Highway
Newport, OR 97365

Date: 6-20-16